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***Flying Operations***

**HELIPORT MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction defines and coordinates various base agencies responsible for the use, maintenance, and safety of the MAFB helipads, lighting, instrument approach, and helicopter movement areas in the absence of a formal airfield operations flight. This instruction incorporates AFI 91-202, *Safety Management*, AFI 13-213, *Airfield Management*, and AFI 13-2, *Air Traffic Control*. Maintain and dispose of all records created by processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

**1. Responsibilities.**

1.1. The 341 SW/SEF, Flight Safety Officer (FSO), is responsible for the overall management of the heliport. The FSO will over see the Flight Line Vehicle Control program, the Bird/Wildlife Aircraft Strike Hazard (BASH) program and, Foreign Object Damage (FOD) control program. The FSO will perform airfield inspections to include: helipads, ramp areas, the runway, grass slide area, airfield markings, airfield signs, airfield lighting, any obstacles on or near the helicopter operating area, and the IFR pad and the TACAN.

1.2. 40 HF/CC is responsible for all helicopter operations on MAFB in accordance with all applicable AFIs.

1.3. 40 HF/DO is responsible for MAFB Notices To Airman (NOTAMs), Flight Information Publications (FLIP) maintenance (procedure, Area Planning (AP1/A) info etc.) and will coordinate all Prior Permission Required (PPR) with transient aircraft. The 40 HF will also post the hours that the TACAN is monitored in the most current FLIP.

1.4. 341 CES is responsible for the maintenance of all helipads, ramp areas, the runway, and all grass areas around the airfield. They will remove all snow and ice when appropriate and will sweep the helicopter movement areas weekly and upon request, keep the grass cut to 7-14 inches in accordance with AFI 91-202, and will maintain all airfield lighting.

1.5. The community planner, 341 CES Base Development Element, will be the central point of contact for heliport management within the Civil Engineer Squadron. The community planner will

ensure that work requests comply with all 32 series instructions, coordinate all work orders pertaining to the airfield, maintain the airfield obstruction waiver file and E-tabs, and validate and process airfield obstruction waiver requests.

1.6. 341 OSS/OSW will provide aviation weather services to 40 HF and any transient aircrews. They will monitor the TACAN, and notify 40 HF of any problems that would require it to be NOTAMed out of service. They will also notify METNAV of any required maintenance for the TACAN. The TACAN will only be monitored during the weather flight's normal operating hours.

1.7. 341 CS will maintain and monitor the TACAN in accordance with AFI 21-116, and maintain the crash phones and the crash net.

1.8. 341 OG/CC is the final approval authority for changes to procedures in this instruction.

## 2. Procedures.

2.1. The Heliport Management Committee (HMC) will consist of: 341 OG/CC or their designated representative, 341 SW/SEF, 40 HF/CC, 40 HF/ SEF, and 341 CES. The HMC will meet semi-annually or more frequently if necessary to discuss any airfield construction, grass cutting, snow removal, or any hazards on or near the airfield that could be a safety of flight issue. Any base construction plans must be approved by the HMC.

2.2. During normal operating hours, the TACAN will be monitored by the weather flight. If there is a problem they will notify the 40 HF. If the problem is discovered during non-duty hours for the 40 HF, weather will notify the 40 HF at the beginning of the next duty day.

2.2.1. The weather flight will notify METNAV as soon as a problem with the TACAN is discovered.

2.2.2. After notification of the TACAN being out of service, the 40 HF will issue a NOTAM declaring the Copter TACAN 043 approach out of service.

2.2.3. The 40 HF Operations Duty Officer (ODO) will ensure all 40 HF aircrew are aware of the TACAN approach being out of service.

2.2.4. The 341 SW/SEF will ensure the TACAN approach is checked annually in accordance with FAA regulations. The FSO will ensure terminal instrument procedures (TERPS) criteria are met and that there is no construction on or near the base that will violate the instrument approach path or any clear areas.

2.3. The 341 SW/SEF will conduct weekly airfield inspections in accordance with AFI 91-202, to ensure the safety of the helicopter operations on Malmstrom AFB.

2.3.1. The 40 HF/SEF will work with the wing FSO inspecting the airfield and any other areas required by the wing FSO.

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Commander

**Attachment 1**

**GLOSSARY OF ABBREVIATIONS AND TERMS**

*Abbreviations and Terms*

AFI-Air Force Instruction

BASH-Bird Aircraft Strike Hazard

CES-Civil Engineer Squadron

CS-Communications Squadron

FLIP-Flight Information Publications

FSO-Flight Safety Officer

HF-Helicopter Flight

METNAV-Meteorological-Navigation Aids/Equipment, a Communications Squadron section

NOTAM-Notices To Airman, published by the FAA to inform pilots of anything out of the ordinary at a particular airfield.

PPR-Prior Permission Required, aircraft not assigned to Malmstrom AFB must coordinate permission to land prior to coming to Malmstrom AFB.

TACAN-Tactical Air Navigation, radio navigation aid located on the airfield used by aircraft to fly instruments.

TERPS-Terminal Instrument Procedures, criteria used to set up instrument approach and departure procedures.